

LELAP Application Guidance Document

v1.01



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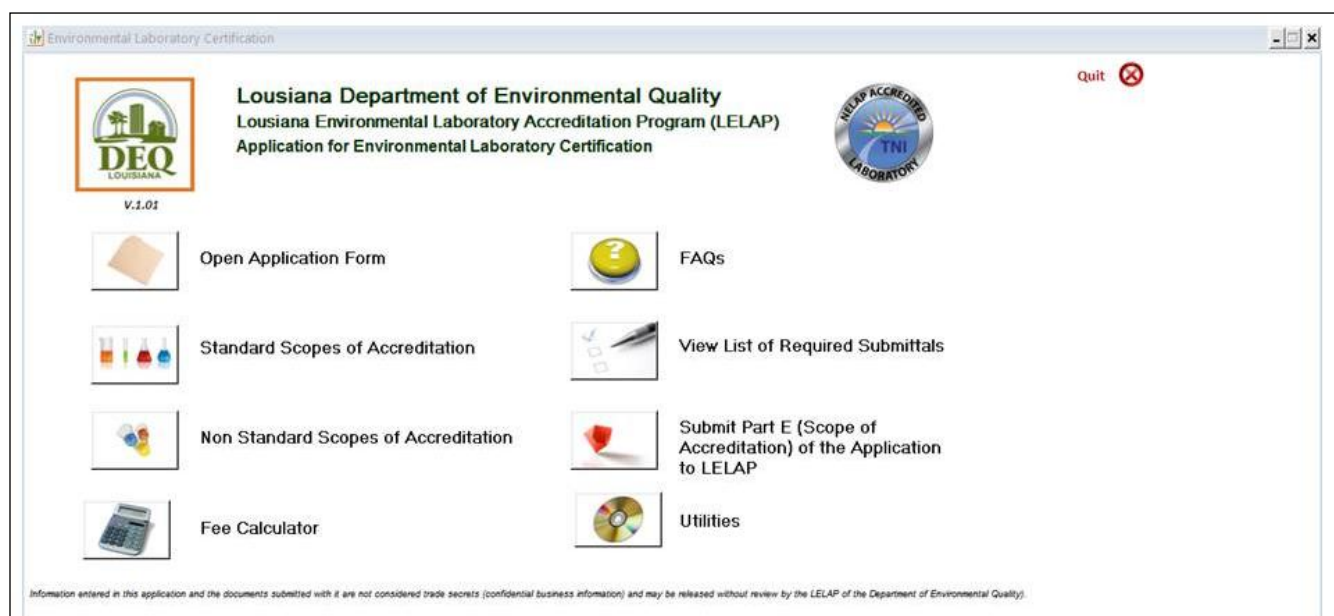
1 Opening the Program



LELAP
Application

- Open the LELAP Application by double clicking on your LELAP Application icon on your Desktop

This will open the LELAP Application for the Louisiana Environmental Quality Laboratory Accreditation Program.



2 Using this Software

2.1 Software Sections

This software program has 6 main sections to it. Each of these sections must be reviewed in order to ensure that all accreditation requirements are met.

2.1.1 Frequently Asked Questions (FAQs)

This section provides a list of frequently asked questions along with the answers to them.

- Click on the View FAQs button



- This will display the questions and answers.

2.1.2 Viewing FAQs

- Move the scrollbar on the right up and down to view questions not currently in view.

Environmental Laboratory Certification

Frequently Asked Questions

Page 1 of 2

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Question: What is LELAP?

Answer: LELAP is the Louisiana Environmental Laboratory Accreditation Program.

Question: What does LELAP do?

Answer: LELAP is the program responsible for assessing and accrediting environmental laboratories that generate data that is submitted directly or indirectly to the Department of Environmental Quality. LELAP also assesses and accredits laboratories that generate data for the Department of Natural Resources with regards to Method Manual 29B. LELAP monitors laboratories to ensure compliance with state regulation and national standards. LELAP maintains a database that includes contact information, physical location, and matrix/method/analytes for each accredited laboratory. LELAP is one of 14 National Environmental Laboratory Accreditation Program (NELAP) recognized Accreditation Bodies.

Question: How long has LELAP been in existence?

Answer: The Louisiana Environmental Laboratory Accreditation Program regulations were adopted May 1998. The Department of Environmental Quality was mandated by House Bill Number 1726 in 1988 and amended by Statute in 1995 by House Bill Number 1517 to adopt and promulgate rules and regulations providing for accreditation of commercial laboratories providing chemical analysis, analytical results or other appropriate test data to the Department. Private sector input was obtained in drafting the regulations as promulgated in 1998 and amended in 2000.

Question: Are all laboratories required to be accredited by LELAP?

Answer: No. In-house laboratories and government laboratories are exempt from accreditation requirements. Also exempt are personnel monitoring services in accordance with LAC 33:XV.430.C and to those activities specifically licensed in accordance with LAC 33:XV.Chapter 3.Subchapter B, equivalent agreement state regulations, and the Nuclear Regulatory Commission regulations

Question: What kind of laboratories need to be accredited by LELAP?

Answer: Accreditation is required for commercial laboratories that perform environmental analyses or tests for third parties for a fee or other compensation on behalf of any facility as defined in R.S. 30:2004, required by permit



Click [Next Page](#) to view the next page of FAQs,



[Print](#)

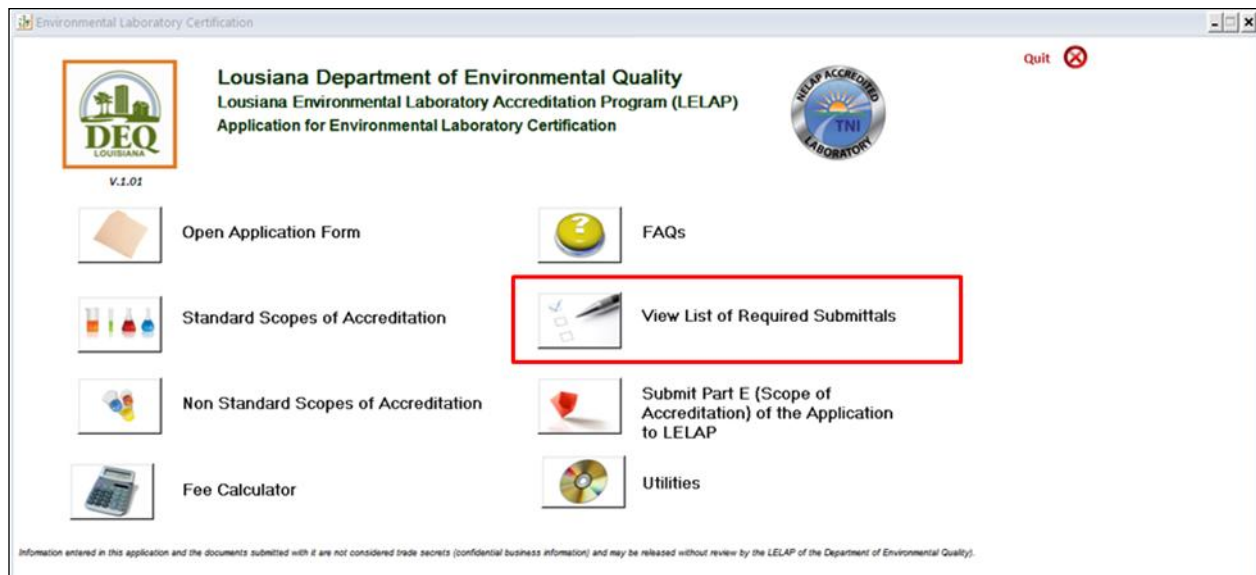


to print and [Main Menu](#) to return to the Main Menu

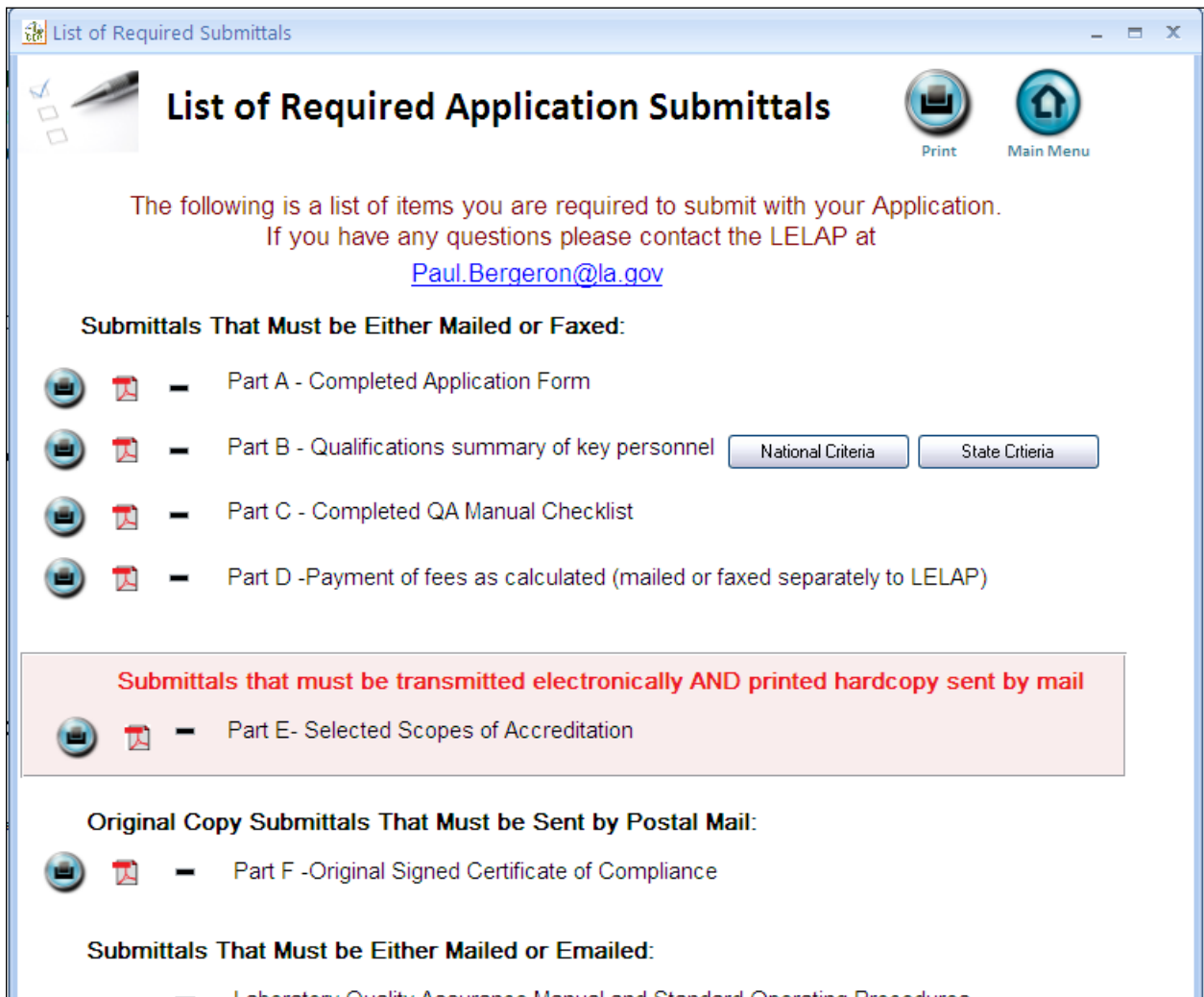
2.1.3 View List of Required Submittals

This section explains what information can be submitted electronically only, electronically or via mail, and what information must be submitted only by mail

- Click on the View List of Required Submittals Button



- This opens the List of Required Application Submittals



2.1.3.1 Print Overall Application Checklist



Click [Print](#) to print and [Main Menu](#) to return to the Main Menu.



To print any of the items in the list you may click [Print](#) to send to your printer or

2.2 Open Application Form

This is the section where general information regarding the laboratory to be accredited is collected so it can be transmitted electronically.

- Click on the Open Application Form Button



- This opens the Application interface.
- There are 4 tabbed sections to the Application section: Lab Identification, General Information, Addresses and Key Contacts.
- Each tab contains the instructions needed to help you complete the information being requested.

2.2.1 Lab Identification Tab

The screenshot shows a web browser window titled 'Application'. The page has a header with a folder icon and the word 'Application'. On the right, there are 'Print' and 'Main Menu' buttons. Below the header is a navigation bar with four tabs: 'Lab Identification' (selected), 'General Information', 'Addresses', and 'Key Contacts'. The main content area is for the 'Lab Identification' tab. It contains several form fields with labels and instructions:

- Facility Name:** *required field. *Enter the legal name of the laboratory. (Text input field)
- Agency Interest Number (AI Number):** *Enter the labs AI Number, if this is an initial application please enter '999999', otherwise check the LELAP lab list on the LELAP website for information regarding your lab to assure you have the correct number. [LELAP website](#) (Text input field)
- EPA Laboratory ID Number:** If your lab conducts testing for Non-Potable Water, you must include a valid EPA Laboratory ID in order to submit this application electronically. You may call Charles Feldmann at EPA's Cincinnati office (513-569-7671) to obtain an EPA identification number for your laboratory. (Text input field)
- LELAP ID Number:** *Enter the LELAP ID number if the laboratory has one (not applicable to Initial applications) (Text input field)
- Mobile Laboratory VIN:** Fill this in if the laboratory is a mobile lab. (Text input field)
- Laboratory/Stack Tester Geographic Location:**
 - Longitude:** (Text input field)
 - Latitude:** (Text input field)
- Hours of Operation:** Please provide the laboratory's schedule of operation here. Show both the days of the week and the hours during the day the laboratory operates. Also indicate the time zone in which the laboratory is located. (Text input field)

- **Legal Name of Laboratory :** Enter legal name for the laboratory
- **Agency Interest Number:** Enter AI Number for the laboratory (for initial applications please enter 999999).
- **EPA Lab ID Number:** For applications that will include Non Potable Water related tests, provide the laboratory's existing EPA Laboratory ID # or contact Charles Feldmann at EPA's Cincinnati office (513-569-7671) to obtain a number.
- **LELAP Lab ID Number:** If your laboratory has already been given a LELAP ID number, then enter it.
- **Mobile Laboratory ID Number:** Applies to mobile laboratories only Fill in this section if the laboratory is mobile.
- **Longitude and Latitude:** Enter the longitude and latitude of the lab.
- **Hours of Operation:** List the days of the week and hours of operation for each day from opening to closing. Include your time zone (Eastern Time, Central Time etc).


2.2.2 General Information Tab



The screenshot shows a web-based application window titled 'Application'. It has a navigation bar with four tabs: 'Lab Identification', 'General Information' (which is active), 'Addresses', and 'Key Contacts'. In the top right corner, there are 'Print' and 'Main Menu' icons. The main content area is divided into several sections. At the top, there is an 'Application Date:' label followed by an empty text input field. Below this, on the left, is a section titled 'Purpose and Type of Application' containing a list of radio button options: 'Initial Accreditation', 'Reaccreditation', 'Modify Scope of Accreditation (Add or Delete)', 'Renewal Accreditation', 'Change of Address, Ownership or Key Staff', and 'Other' followed by a text input field. To the right of this is a section titled 'Instruments' with a red instruction: 'Please Select Applicable Instruments from List. If an instrument is not listed please choose "Other"'. Below this instruction is a list of instrument types, each with a checkbox: 'AA - Cold Vapor', 'AA - Flame' (checked), 'AA - GF Platform' (checked), 'AA - GF Tube' (checked), 'AA - Hydride', 'Alpha PCPD', 'Alpha PHAS', 'Alpha Spectrophotometry', 'Auto Analyzer', 'Beta PCPD', 'Beta Spectrophotometry', 'Bioassay', 'Calculation', 'Calorimeter', and 'CF-OI'. Below the 'Purpose and Type of Application' section is another section titled 'Type of Laboratory/Stack Tester' containing a list of radio button options: 'Small Commercial Laboratory', 'Commercial Mobile /Field Laboratory', 'Commercial Louisiana (Local or State) or Federal Laboratory', 'Non-Commercial Industrial Laboratory', 'Non-Commercial Municipal Laboratory', 'Non-Commercial Louisiana (Local or State) or Federal Laboratory', and 'Commercial Laboratory'.

- **Application Date:** Enter today's date. If you are returning to complete an unfinished application, update the date to today's date using a MM/DD/YYYY format. If today were June 7, 2008 you would enter 06/07/2008.
- **Purpose and Type of Application:** Indicate what kind of application this is.
 - Initial Accreditation: First time applicants should select
 - Reaccreditation: Returning applicants that have not been continually accredited.
 - Modify Scope of Accreditation: For applicants that are requesting new scope additions or deletions.
 - Renewal Accreditation: Applicants that are renewing their scopes (every 3 yrs)
 - Change of address: For notifying address change only (with no scope changes)
 - Other: For other purposes not listed please type that in.
- **Laboratory Description:** Indicate which laboratory type best describes this facility.
- **Instruments:** Indicate what instruments your lab uses.

2.2.3 Addresses Tab

Application

**Application**



PrintMain Menu

Lab IdentificationGeneral Information**Addresses**Key Contacts

Laboratory Addresses:

	Address	Parish	City	State	Zip Code
Physical	<i>*Please provide physical location of laboratory. If the state is Louisiana, please provide 'Parish' otherwise choose 'Out-of-State'</i>				
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mailing	<i>*Please provide mailing location of laboratory. If the state is Louisiana, please provide 'Parish' otherwise choose 'Out-of-State'</i>				
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Billing	<i>*Please provide billing location of laboratory. If the state is Louisiana, please provide 'Parish' otherwise choose 'Out-of-State'.</i>				
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Description of Location of Lab or Driving Directions:
**Provide driving directions here. If more information is needed beyond the physical address to locate the laboratory (e.g., location in building or room number) please provide it here.*

Please provide your labs physical, mailing and billing address. Also describe the lab location or driving directions.

2.2.4 Key Contacts

Application

Print Main Menu

Lab Identification General Information Addresses **Key Contacts**

Owner

**Provide the name and address of the owner of the laboratory. The laboratory's owner may be a company, local government, or other organization.*

Name:

Address:

City: State: Zip Code:

Primary Contact*

Name:

Department: Phone:

Address: Fax:

City: Email:

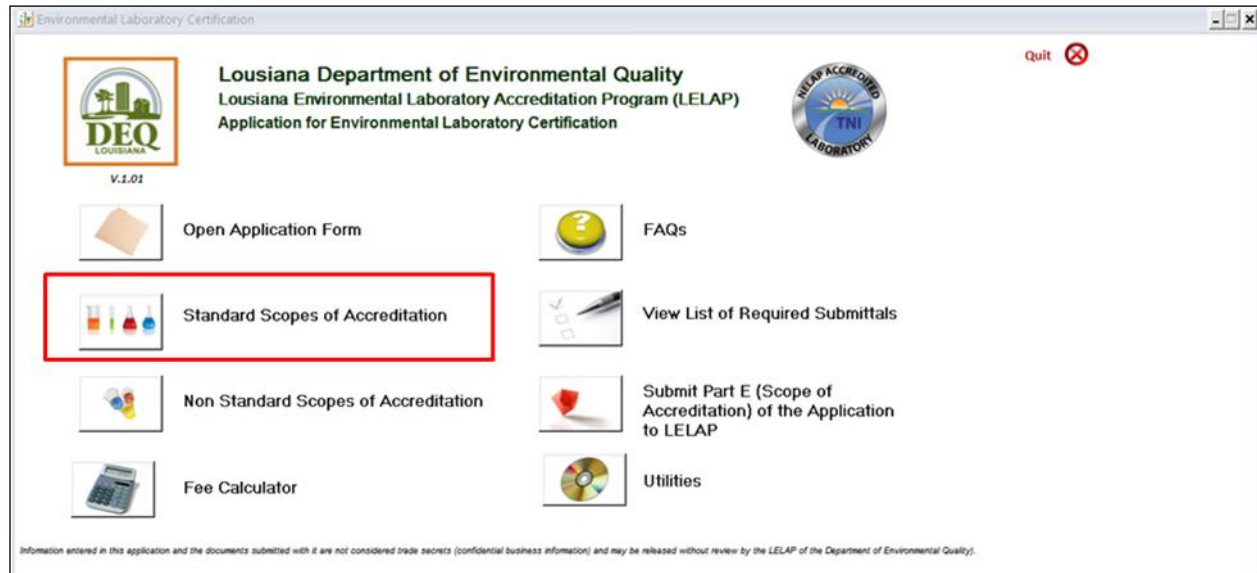
State: Zip:

Other Key Contacts

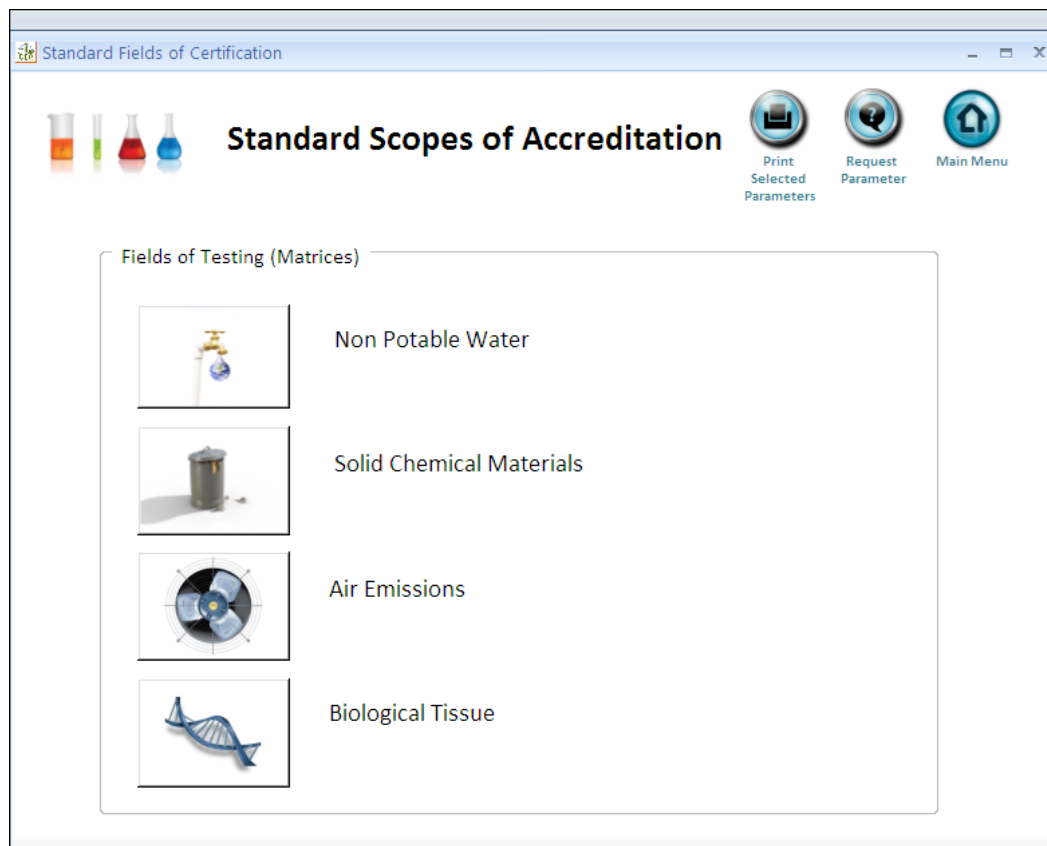
	Name*	Phone*	Fax	Email
Responsible Official	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- **Owner:** The laboratory's owner may be a company, local government, or other organization. Please provide the mailing address for the laboratory owner in this section also. Provide the Full Name, street address, city, state and zip code.
- **Primary Contact:** Provide the Full Name, street address, city, state and zip code. Also provide the telephone, fax and email.
- **Other Key Contacts:** Please provide the names of the responsible official, lab technical director and quality assurance officer

2.3 Standard Scopes of Accreditation



This is the section where information regarding desired Standard Scopes of Accreditation is collected so it can be transmitted electronically. Selections are saved automatically as you go.



A Scopes of Accreditation is given by Matrix (Field of Testing), Method and Analyte

- Each button represents a matrix group.

- Each tab within a matrix group represents a LELAP testing category.
- Each unique method/analyte combination is listed on its own row.
- For each method that is to be accredited, you must select both the primary state for accreditation (PrimaryCertifier) and Accreditation Type (AccType) for the type of Accreditation.

Matrices exist for:

- Non Potable Water
- Solids / Waste
- Air Emissions
- Biological Tissue

2.3.1 Selecting Scopes of Accreditation

Click on the tab based upon the desired testing category. Scroll up and down as needed until you find a desired test.

Non-Potable Water Matrix Parameters

You must choose both 'PrimaryCertifier' and 'AccType' to obtain accreditation for the parameter.

Nutrients... Microbiology... **Metals** Organics... Radiochemistry Bioassay... Asbestos Dioxins... Minor...

Nutrients, Minerals, Ion, Demands, Classical Wet Chemistry, Total and Fecal Coliforms

PrimaryCertifier	AccType	Analyte NELAP Code	Analyte Name	Method NELAP Code	Method Name	Method Description	Rev	Rev Dat	Te
		1500	Acidity, as CaCO3	20042404	SM 2130 B	Turbidity by Nephelometric Determination	20th ED	1998	
		1500	Acidity, as CaCO3	20044002	SM 2310 B	Acidity by Titration	19th ED	1995	
		1500	Acidity, as CaCO3	20044206	SM 2310 B	Acidity by Titration	20th ED	1998	
		1500	Acidity, as CaCO3	20002806	SM 2310 B	Acidity by Titration	18th ED	1992	
		1505	Alkalinity as CaCO3	20044206	SM 2310 B	Acidity by Titration	20th ED	1998	
		1505	Alkalinity as CaCO3	10054601	EPA 310.1	Alkalinity as CaCO3			
		1505	Alkalinity as CaCO3	10054805	EPA 310.1	Alkalinity as CaCO3		1978	
		1505	Alkalinity as CaCO3	10055002	EPA 310.2	Alkalinity as CaCO3 - Colorimetric			
		1505	Alkalinity as CaCO3	20003207	SM 2330 B	Calcium Carbonate Indices	18th ED	1992	
		1505	Alkalinity as CaCO3	20044808	SM 2320 B	Alkalinity by Titration	18th ED	1992	
		1505	Alkalinity as CaCO3	20045005	SM 2320 B	Alkalinity by Titration	19th ED	1995	
		1505	Alkalinity as CaCO3	20045403	SM 2320 B	Alkalinity by Titration Method	21st ED	2005	
		1505	Alkalinity as CaCO3	20045607	SM 2320 B-97	Alkalinity by Titration Method	online		
		1505	Alkalinity as CaCO3	20048004	SM 2510 B	Conductivity by Probe	19th ED	1995	
		1505	Alkalinity as CaCO3	30004003	ASTM D1067-92B	Alkalinity by Titration		1992	
		1505	Alkalinity as CaCO3	40001205	USGS I-1030-85	Alkalinity, electrometric titration		1985	
		1505	Alkalinity as CaCO3	40005003	USGS I-2030-85	Alkalinity, electrometric automatic		1985	
		1505	Alkalinity as CaCO3	10057406	EPA 325.3	Chloride - Titrimetric, Mercuric Nitrate			
		1505	Alkalinity as CaCO3	20045209	SM 2320 B	Alkalinity by Titration	20th ED	1998	

Remove All Selections

- Click on the PrimaryCertifier column cell directly to the *left* of the desired Method / Analyte / Technology.
- Select the Louisiana (if it is primary) or another state (if Louisiana is secondary) from the list of participating States.
- Select the Accreditation Type(AccType) from the list of AccType

Tools to Filter and sort the data in the tables can be used by clicking on the arrows which appear on the right side of each header or column name.

Environmental Laboratory Certification

Non-Potable Water Parameters

Non-Potable Water Matrix Parameters

You must choose both 'PrimaryCertifier' and 'AccType' to obtain accreditation for the parameter.

Nutrients.... Microbiology.... Metals Organics.... Radiochemistry Bioassay.... Asbestos Dioxins.... Minor....

Nutrients, Minerals, Ion, Demands, Classical Wet Chemistry, Total and Fecal Coliforms

PrimaryCertifier	AccType	Analyte NEL/	Analyte Name	Method NELAP Code	Method Name	Method Description	Rev	Rev Dat
		1500	Acidity, as CaCO3	20042404	SM 2130 B		th ED	1998
		1500	Acidity, as CaCO3	20044002	SM 2310 B		th ED	1995
		1500	Acidity, as CaCO3	20044206	SM 2310 B		th ED	1998
		1500	Acidity, as CaCO3	20002806	SM 2310 B		th ED	1992
		1505	Alkalinity as CaCO3	20044206	SM 2310 B		th ED	1998
		1505	Alkalinity as CaCO3	10054601	EPA 310.1			
		1505	Alkalinity as CaCO3	10054805	EPA 310.1			1978
		1505	Alkalinity as CaCO3	10055002	EPA 310.2			
		1505	Alkalinity as CaCO3	20003207	SM 2330 B		th ED	1992
		1505	Alkalinity as CaCO3	20044808	SM 2320 B		th ED	1992
		1505	Alkalinity as CaCO3	20045005	SM 2320 B		th ED	1995
		1505	Alkalinity as CaCO3	20045403	SM 2320 B		st ED	2005
		1505	Alkalinity as CaCO3	20045607	SM 2320 B-97		online	
		1505	Alkalinity as CaCO3	20048004	SM 2510 B		th ED	1995
		1505	Alkalinity as CaCO3	30004003	ASTM D1067-92B			1992
		1505	Alkalinity as CaCO3	40001205	USGS I-1030-85			1985
		1505	Alkalinity as CaCO3	40005003	USGS I-2030-85			1985
		1505	Alkalinity as CaCO3	10057406	EPA 325.3	Chloride - Titrimetric, Mercuric Nitrate		
		1505	Alkalinity as CaCO3	20045209	SM 2320 B	Alkalinity by Titration	20th ED	1998
		1510	Amenable cyanide	10061208	EPA 335.4	Methods for the Determination of I		

Remove All Selections

A fly-out box will appear and you can use the available tools for your search. Using the first box (select all) toggles all the checks off on. You can remove all the checks and click on the empty box to select specific methods. Only checked boxes will appear on the table when you click OK. To turn the filter feature off go back to the fly-out and click select all again.

There is no ability to select multiple tests at the same time. Each test must be selected with the primary state designated individually.

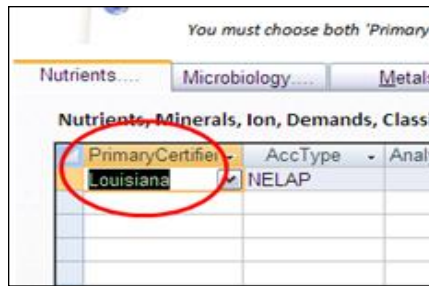


When all selections are complete, you may exit by clicking

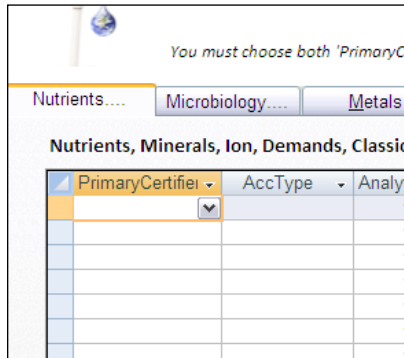
2.3.2 De-Selecting Scopes of Accreditation Previously Selected

2.3.2.1 Removing One Choice within a matrix

- Choose the test to change

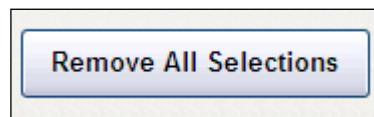


- Highlight the Primary cell by holding left mouse button down and moving cursor across entire state name
- Click on Delete Button on your keyboard. This empties out the primary field

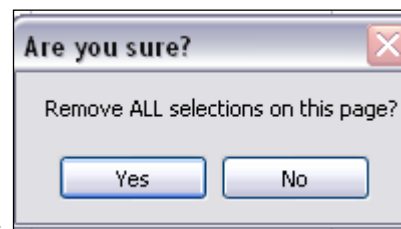


2.3.2.2 Removing ALL Choices on a Testing Category within a Matrix

There is an option to remove all selections for an entire tab within a matrix. Use this with caution if you have numerous selections within the same method grouping.



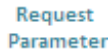
- Click on

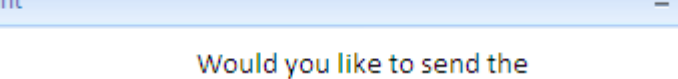



- Click 'Yes' on this pop up that appears

2.3.3 Scopes of Accreditation Not Found

If you are unable to find a desired matrix – method– analyte combination, you may request it using the **Request Parameter** form



- 
- Print
- Would you like to send the
New FOC Request
 form immediately to the printer or save as a PDF?
- Send to Save as PDF Cancel

- | | | |
|---|--|---|
|  | Request for Additional Fields of Certification
Department of Environmental Quality
Office of Environmental Services
Louisiana Environmental Laboratory Accreditation Program (LELAP)
P.O. Box 4313
Baton Rouge, LA 70802-4313
225-3129-1266 | LELAP Checklist Reviewer (Initials/Date)

<hr/> Laboratory /Matrix Test(s) Identification No.:
Agency Interest Number (AIN#):
DEQ Lab ID:
Matrix Lab ID: |
|---|--|---|

Use this form to request Matrix/Method/Analyte combinations not found in the Certification selection tables.

Contact Name: _____ Title: _____

Email: _____ Phone: _____

Will this field of Certification be used for DEQ compliance purposes? _____

Requested Field of Certification:

Matrix: _____
 Non-Potable Water, Solid Chemical Waste, Air, or Biological Tissue)

Method Name: _____(Example: EPA 200.7)

Method NELAP Code: _____(Example: 10014207)

Method Title of Description: _____

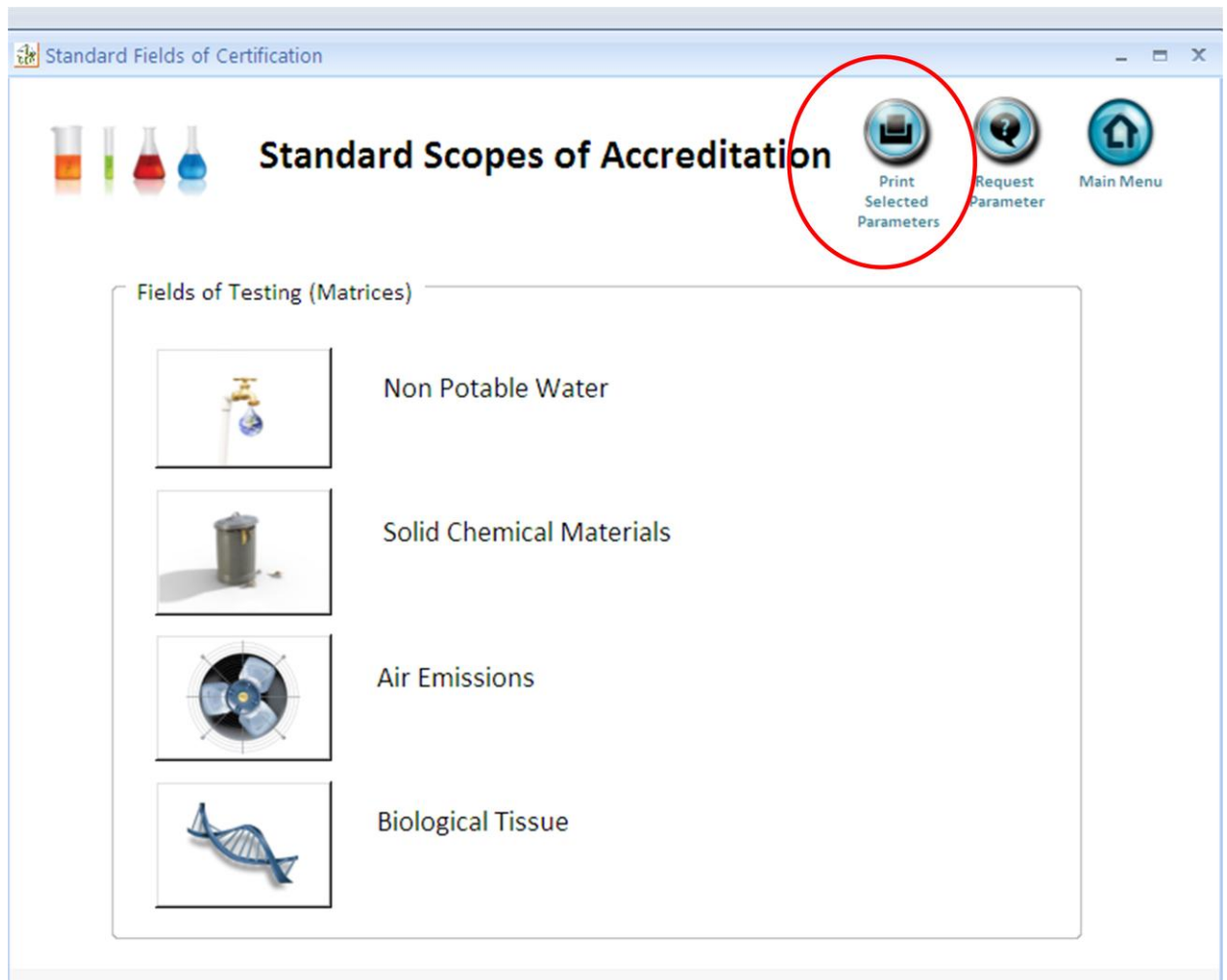
Method Revision and/or Date, if known: _____

Technology Used: _____
 (Example: GC-FID, Ion Selective Electrode, etc.)

Analyte Name(s)	Analyte NELAP Codes(s)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Use a separate form for each Method/Matrix combination
 All requests will be evaluated by LELAP. Submission of request does not guarantee approval.

- Print your copy of the methods - analytes you have requested by using “Print Selected Parameters”



Main Menu

- After printing, click on

2.4 Non Standard Scopes of Accreditation

[illegible]

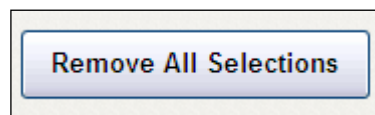
2.4.1 Filling In the Requirements

You must fill out all the requirements:

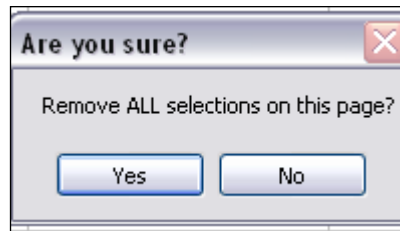
- Choose Primary Certifier from List
- Choose Accreditation Type (AccType) from list
- Choose Analyte
- Type your own Standard Procedure Name (SOP)
- Choose Matrix
- Choose test Category Name
- Choose Technology

2.4.2 Removing ALL Choices on the Non Standard Scopes of Accreditation

There is an option to remove all selections for the Non Standard Scopes of Accreditation, use this with caution.



- Click on



- Click 'Yes' on this pop up that appears


2.5 Calculate Fees

This section does an automatic calculation of fees due to LELAP, based on information given within the application



Important: Be sure that you have made all of your selections before creating the invoice.



- Click the Select Calculate Fees Button
- The Fee Calculation screen appears, displaying the total number of test categories by matrices and the fees assessed.



Fee Calculation

 Print
  Main Menu

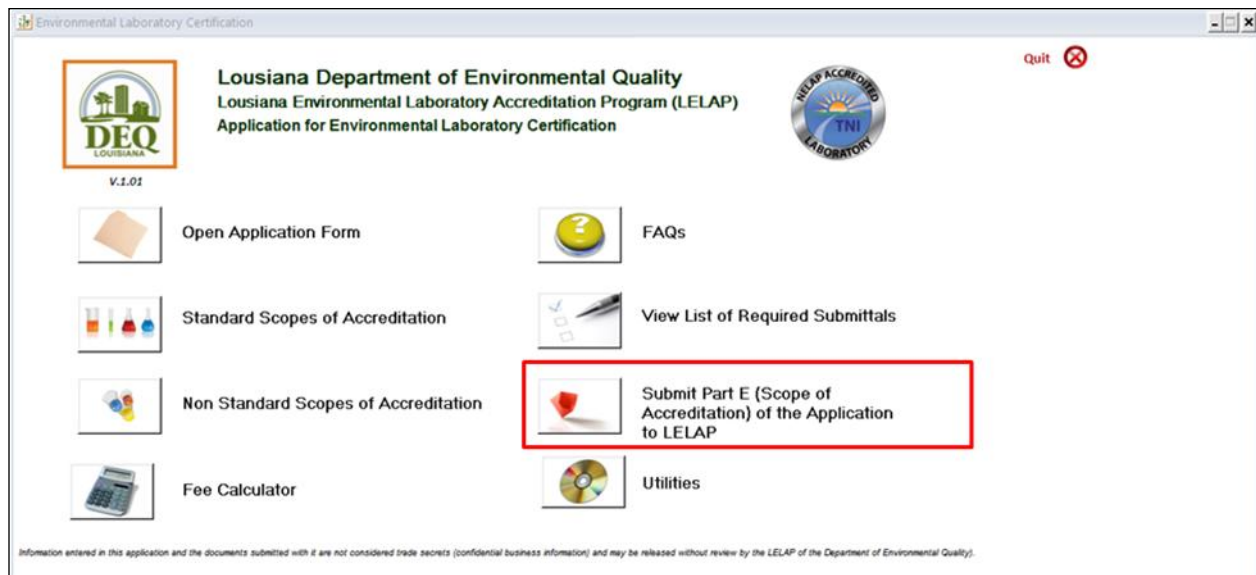
TEST CATEGORY NAME	FIELDS OF TESTING (MATRIX)					
	NPW	SCM	AE	BT	Total	
Metals						
Air Pollutants Including Industrial Hygiene and Toxic Organic Compounds (T.O.) Methods			1		1	\$330.00
Nutrients, Minerals, Ion, Demands, Classical Wet Chemistry, Total & Fecal Coliforms	1	2	1		4	\$330.00
Microbiology Including Fecal & Total Coliform		1			1	\$330.00
Bioassay / Biomonitoring						
Organics Including Volatiles, Semi-Volatiles, Pesticides, Herbicides, and PCBs						
Dioxins and Furans		1			1	\$330.00
Radiochemistry						
Asbestos						
Geotechnical Soil Testing						

2.5.1 Printing Application Invoice

- Wait until you have made all of your Scopes of Accreditation Selections before printing your preliminary invoice.

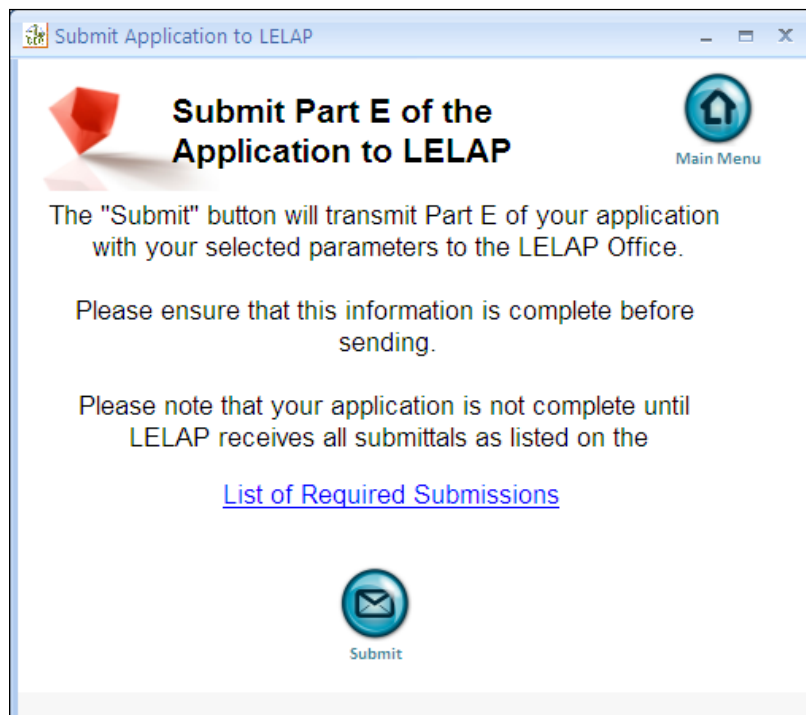


- Select **Print** to print the invoice that needs to be submitted for fees related to the application. *Be sure to print a copy for your own records.*



2.6.1 Submit Files Electronically

This section automatically submits the scopes of accreditation information electronically. You will need to be connected to the internet at the time you send these files.



- Click on **Submit**
- If the application has been fully completed, then your files will be transmitted.

- If there is required information that still needs to be completed, you will receive an error message that informs you which information needs to be added before the file can be transmitted electronically.
- If you have not entered a valid EPA number on the application, you will receive a message and your files will not be transmitted.
- If your computer is not currently connected to the internet, you might receive a general message
- Once the application information has been sent successfully – you will receive a confirmation message

If you are still unable to send the application to LELAP after confirming internet connection, **contact dina.heidar@la.gov**